



THE INSTITUTE OF
Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

Vision

"To be a global leader in promoting good corporate governance"

Motto

सत्यं वद। धर्मं चर। इष्टं कुरु त्वापके। अविद्ये त्वां कुरु।

Mission

"To develop high calibre professionals facilitating good corporate governance"

UDIN

Unique Document Identification Number (UDIN)

UNIQUE DOCUMENT IDENTIFICATION NUMBER (UDIN)

Mandatory generation of UDIN for following services rendered by Company Secretary in Practice

REPORTS

Secretarial Audit Report* [15 per FY**]

Annual Secretarial Compliance Report* [10 per FY**]

Internal Audit of Depository Participants*

Quarterly Reconciliation of Share Capital Audit Report*

Diligence Report for Banks*

Due Diligence Report under SEBI (Delisting of Equity Shares) Regulations, 2021*

Internal Audit of stock brokers/sub brokers

Scrutinizers' Report

Compliance Audit Report under Third Party Certification/ Audit Scheme in the state of Haryana

CERTIFICATES

Certification of Annual Return in Form MGT-8* [80 per FY**]

Corporate Governance Compliance Certificate*

Certificate regarding Transfer of Securities under SEBI (LODR) Regulations, 2015*

Certificate relating to shares held by inactive shareholders under SEBI (Delisting of Equity Shares) Regulations, 2021*

Signing of Annual Return in Form MGT-7

Certificate of Non-Disqualification of Directors

Certificate in case of Indian company accepting the investment from foreign investor

Compliance Certificates under SEBI (Share Based Employee Benefits and Sweat Equity) Regulations, 2021

Mandatory for all other Reports, Returns and Certificates prescribed to be certified or issued under any applicable law

*These services are reserved for Peer Reviewed Company Secretary in Practice

**Ceiling on Certification as made applicable by the Institute

UDIN shall be generated at the time of signing of Certificate/Report/Form/Other documents or seven days in advance to the date of such signing

For the ICSI (UDIN) Guidelines, 2019 & FAQs, visit: <https://stimulate.icsi.edu/udin>

For queries, contact: udin@icsi.edu

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